



Town of Reading Meeting Posting with Agenda

Board - Committee - Commission - Council:

Permanent Building Committee

Killam School Building Committee

Date: 2024-10-21

Time: 7:00 PM

Building: Reading Town Hall

Location: Select Board Meeting Room

Address: 16 Lowell Street

Agenda:

Purpose: General Business

Meeting Called By: Jacquelyn LaVerde on behalf of Chair Carla Nazzaro

Notices and agendas are to be posted 48 hours in advance of the meetings excluding Saturdays, Sundays and Legal Holidays. Please keep in mind the Town Clerk's hours of operation and make necessary arrangements to be sure your posting is made in an adequate amount of time. A listing of topics that the chair reasonably anticipates will be discussed at the meeting must be on the agenda.

All Meeting Postings must be submitted in typed format; handwritten notices will not be accepted.

Topics of Discussion:

This meeting will be held in-person in the Town Hall Select Board Meeting Room and remotely via Zoom:

Join Zoom Meeting

<https://us06web.zoom.us/j/84106030930>

Meeting ID: 841 0603 0930

One tap mobile

+16465189805,,84106030930# US (New York)

+16465588656,,84106030930# US (New York)

Dial by your location

• +1 646 518 9805 US (New York)

• +1 646 558 8656 US (New York)

Find your local number: <https://us06web.zoom.us/u/kcRf28c3s0>

AGENDA:

1. Public Comment
2. Liaison Report
3. OPM Update
 - a. Financial
 - b. MSBA Report
4. Discuss and potential vote on Chapter 149 vs. 149A
5. Designer Update
 - a. Review MSBA PSR comments
 - b. Community Meeting - Site and Community Use
 - c. Sustainability Update
6. Discuss and potential vote on the Warrant
7. Approval of prior meeting minutes
8. Future agenda items and next meeting dates
9. Adjourn

This Agenda has been prepared in advance and represents a listing of topics that the chair reasonably anticipates will be discussed at the meeting. However the agenda does not necessarily include all matters which may be taken up at this meeting.



October 17, 2024

Town of Reading
Killam Elementary School

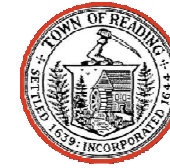
Project Budget and Cost Summary



Project Leaders

| A Description | C (Bud. Adj. Tab) | | | E (C+D) | F (Com. Cost tab) | | G (E-F) | H (Forecast. tab, >G) | I (F+G+H) | J (Invoice Tab) | | K (I-J) |
|---|----------------------|-----------------------|--------------------|------------|----------------------|----------------------|-------------------|--------------------------|--------------|-------------------------|---------------------|------------|
| | BUDGET | | | | COST | | | | CASH FLOW | | | |
| | PFA Approved | Authorized Changes | Approved Budget | | Committed Costs | Uncommitted Costs | Forecast Costs | Total Project Costs | | Expenditures to Date | Balance To Spend | |
| 20 Construction | | | | | | | | | | | | |
| Construction | | \$0 | \$0 | | \$0 | \$0 | \$0 | \$0 | | \$0 | \$0 | |
| Change Orders | | \$0 | \$0 | | \$0 | \$0 | \$0 | \$0 | | \$0 | \$0 | |
| Subtotal | \$0 | \$0 | \$0 | | \$0 | \$0 | \$0 | \$0 | | \$0 | \$0 | |
| 30 Architectural & Engineering | | | | | | | | | | | | |
| Design Development | | \$0 | \$0 | | \$0 | \$0 | \$0 | \$0 | | \$0 | \$0 | |
| Construction Documents | | \$0 | \$0 | | \$0 | \$0 | \$0 | \$0 | | \$0 | \$0 | |
| Bidding / Negotiations | | \$0 | \$0 | | \$0 | \$0 | \$0 | \$0 | | \$0 | \$0 | |
| Closeout | | \$0 | \$0 | | \$0 | \$0 | \$0 | \$0 | | \$0 | \$0 | |
| Other Basic Services | | \$0 | \$0 | | \$0 | \$0 | \$0 | \$0 | | \$0 | \$0 | |
| A&E Feasibility Study | \$800,000 | \$50,000 | \$850,000 | | \$850,000 | \$0 | \$0 | \$850,000 | | \$535,000 | \$315,000 | |
| Subtotal | \$800,000 | \$50,000 | \$850,000 | | \$850,000 | \$0 | \$0 | \$850,000 | | \$535,000 | \$315,000 | |
| 40 Administrative Costs | | | | | | | | | | | | |
| OPM Feasibility Study | \$280,000 | \$0 | \$280,000 | | \$280,000 | \$0 | \$0 | \$280,000 | | \$217,641 | \$62,359 | |
| OPM Design Development | | \$0 | \$0 | | \$0 | \$0 | \$0 | \$0 | | \$0 | \$0 | |
| OPM Construction Contract Documents | | \$0 | \$0 | | \$0 | \$0 | \$0 | \$0 | | \$0 | \$0 | |
| OPM Bidding | | \$0 | \$0 | | \$0 | \$0 | \$0 | \$0 | | \$0 | \$0 | |
| OPM Construction Contract Admin | | \$0 | \$0 | | \$0 | \$0 | \$0 | \$0 | | \$0 | \$0 | |
| OPM Closeout | | \$0 | \$0 | | \$0 | \$0 | \$0 | \$0 | | \$0 | \$0 | |
| Environmental & Site (FS/SD) | \$500,000 | \$0 | \$500,000 | | \$227,370 | \$272,630 | \$0 | \$500,000 | | \$135,188 | \$364,812 | |
| Other Project Costs (FS/SD) | \$620,000 | -\$50,000 | \$570,000 | | \$9,374 | \$560,626 | \$0 | \$570,000 | | \$5,420 | \$564,580 | |
| Subtotal | \$1,400,000 | -\$50,000 | \$1,350,000 | | \$516,744 | \$833,256 | \$0 | \$1,350,000 | | \$358,249 | \$991,751 | |
| 50 Furniture, Fixtures and Equipment | | | | | | | | | | | | |
| Furniture, Fixtures and Equipment | | \$0 | \$0 | | \$0 | \$0 | \$0 | \$0 | | \$0 | \$0 | |
| Technology | | \$0 | \$0 | | \$0 | \$0 | \$0 | \$0 | | \$0 | \$0 | |
| Subtotal | \$0 | \$0 | \$0 | | \$0 | \$0 | \$0 | \$0 | | \$0 | \$0 | |
| Project Sub-Total | | | | | | | | | | | | |
| | \$2,200,000 | \$0 | \$2,200,000 | | \$1,366,744 | \$833,256 | \$0 | \$2,200,000 | | \$893,249 | \$1,306,751 | |
| 70 Project Contingency | | | | | | | | | | | | |
| Construction Contingency (Hard Cost) | \$0 | \$0 | \$0 | | | | | | | | | \$0 |
| Owner's Contingency (Soft Cost) | \$0 | \$0 | \$0 | | | | | | | | | \$0 |
| Subtotal | \$0 | \$0 | \$0 | | | | | | | | | \$0 |
| Project Total | | | | | | | | | | | | |
| | \$2,200,000 | \$0 | \$2,200,000 | | \$1,366,744 | \$833,256 | \$0 | \$2,200,000 | | \$893,249 | \$1,306,751 | |

Town of Reading
Killam Elementary School
10/17/24



Project Budget Adjustments

| Adjustment Item | BRR | Adjusted Amount | Date Approved | CODE | Comments |
|---|-----|-----------------|---------------|--------|---|
| Move to OPM FS to SC Contingency | | \$20,000.00 | 07/19/23 | 40-010 | Moved \$20k to cover OPM FS/SD Cost |
| From SC Cont to OPM FS | | (\$20,000.00) | 07/19/23 | 70-500 | Moved \$20k to cover OPM FS/SD Cost |
| Move to A/E FS from SC Contingency | | \$110,000.00 | 12/12/23 | 30-290 | Moved \$110k to Cover A/E FS/SD Cost |
| From SC Cont to A/E FS | | (\$110,000.00) | 12/12/23 | 70-500 | Moved \$110k to Cover A/E FS/SD Cost |
| Move back SC Contingency form OPM FS | | (\$20,000.00) | 07/19/23 | 40-010 | Moved \$20k to cover OPM FS/SD Cost |
| From OPM FS to SC Cont | | \$20,000.00 | 07/19/23 | 70-500 | Moved \$20k to cover OPM FS/SD Cost |
| Move A/E FS back to SC Contingency | | (\$60,000.00) | 12/12/23 | 30-290 | Moved \$110k to Cover A/E FS/SD Cost |
| To SC Cont from A/E FS | | \$60,000.00 | 12/12/23 | 70-500 | Moved \$110k to Cover A/E FS/SD Cost |
| Move to Other Project Costs from SC Cont | | \$269.67 | 03/11/24 | 40-810 | Moved to cover Design Services Advertisement |
| From SC Cont to Other Project Costs | | (\$269.67) | 03/11/24 | 70-500 | Moved to cover Design Services Advertisement |
| Move to Other Project Costs from SC Cont | | \$2,750.00 | 05/29/24 | 40-810 | Move to cover LBA Amd 7 |
| From SC Cont to Other Project Costs | | (\$2,750.00) | 05/29/24 | 70-500 | Move to cover LBA Amd 7 |
| Move to Other Project Costs from SC Cont | | \$3,600.00 | 06/11/24 | 40-810 | Move to Cover Kartoon |
| From SC Cont to Other Project Costs | | (\$3,600.00) | 06/11/24 | 70-500 | Move to Cover Kartoon |
| Move from Other Project Cost to SC Cont | | (\$50,000.00) | | 40-810 | Adjustment to coordinate to MSBA Propay System (No Cont Line) |
| To SC Cont from Other Project Cost | | \$50,000.00 | | 70-500 | Adjustment to coordinate to MSBA Propay System (No Cont Line) |
| Move to Other Project Costs from SC Cont | | (\$269.67) | | 40-810 | Adjustment to coordinate to MSBA Propay System (No Cont Line) |
| From SC Cont to Other Project Costs | | \$269.67 | | 70-500 | Adjustment to coordinate to MSBA Propay System (No Cont Line) |
| Move to Other Project Costs from SC Cont | | (\$2,750.00) | | 40-810 | Adjustment to coordinate to MSBA Propay System (No Cont Line) |
| From SC Cont to Other Project Costs | | \$2,750.00 | | 70-500 | Adjustment to coordinate to MSBA Propay System (No Cont Line) |
| Move to Other Project Costs from SC Cont | | (\$3,600.00) | | 40-810 | Adjustment to coordinate to MSBA Propay System (No Cont Line) |
| From SC Cont to Other Project Costs | | \$3,600.00 | | 70-500 | Adjustment to coordinate to MSBA Propay System (No Cont Line) |
| Total Approved Adjustments to Date | | \$0.00 | | | \$ - |



Expenditures - Invoices/Requisitions

| Invoice Amount | Vendor | Invoice Number | Invoice Date | Approval Date | CODE | Propay Code | Propay Subm. # | Description |
|----------------|--------------------------------|----------------|--------------|---------------|--------|-------------|----------------|---|
| \$20,000.00 | Lavallee Brensinger Architects | 19643 | 01/18/24 | 01/26/24 | 30-290 | 0002-0000 | 01 | LBA Services December 2023 - FS |
| \$19,804.50 | Colliers Project Leaders | 921005 | 02/07/24 | 02/12/24 | 40-010 | 0001-0000 | 01 | CPL Services Jan 2024 - FS/SD |
| \$40,000.00 | Lavallee Brensinger Architects | 19690 | 02/12/24 | 02/12/24 | 30-290 | 0002-0000 | 01 | LBA Services Jan 2024 - FS |
| \$269.67 | Daily Times Chronicle | 231075 | 09/14/23 | 02/29/24 | 40-810 | 0004-0000 | 01 | District advertising for Designer Services |
| \$13,087.00 | Colliers Project Leaders | 929288 | 03/07/24 | 04/08/24 | 40-010 | 0001-0000 | 02 | CPL Services Feb 2024 - FS/SD |
| \$48,000.00 | Lavallee Brensinger Architects | 19820 | 03/12/24 | 04/08/24 | 30-290 | 0002-0000 | 02 | LBA Services Feb 2024 - FS |
| \$13,200.00 | Lavallee Brensinger Architects | 19820 | 03/12/24 | 04/08/24 | 40-800 | 0003-0000 | 02 | LBA Services Feb 2024 - A&E Environmental & Site - Amd 1 |
| \$12,045.00 | Lavallee Brensinger Architects | 19820 | 03/12/24 | 04/08/24 | 40-800 | 0003-0000 | 02 | LBA Services Feb 2024 - A&E Environmental & Site - Amd 2 |
| \$4,950.00 | Lavallee Brensinger Architects | 19820 | 03/12/24 | 04/08/24 | 40-800 | 0003-0000 | 02 | LBA Services Feb 2024 - A&E Environmental & Site - Amd 3 |
| \$20,031.00 | Colliers Project Leaders | 937330 | 04/08/24 | 05/09/24 | 40-010 | 0001-0000 | 02 | CPL Services Mar 2024 - FS/SD |
| \$52,000.00 | Lavallee Brensinger Architects | 19969 | 04/10/24 | 05/09/24 | 30-290 | 0002-0000 | 02 | LBA Services Mar 2024 - FS |
| \$9,240.00 | Lavallee Brensinger Architects | 19969 | 04/10/24 | 05/09/24 | 40-800 | 0003-0000 | 02 | LBA Services Mar 2024 - A&E Environmental & Site - Amd 1 |
| \$57,816.00 | Lavallee Brensinger Architects | 19969 | 04/10/24 | 05/09/24 | 40-800 | 0003-0000 | 02 | LBA Services Mar 2024 - A&E Environmental & Site - Amd 2 |
| \$2,904.00 | Lavallee Brensinger Architects | 19969 | 04/10/24 | 05/09/24 | 40-800 | 0003-0000 | 02 | LBA Services Mar 2024 - A&E Environmental & Site - Amd 4 |
| \$13,964.50 | Colliers Project Leaders | 945141 | 05/07/24 | 06/17/24 | 40-010 | 0001-0000 | 03 | CPL Services Apr 2024 - FS/SD |
| \$40,000.00 | Lavallee Brensinger Architects | 20157 | 05/22/24 | 06/17/24 | 30-290 | 0002-0000 | 03 | LBA Services Apr 2024 - FS |
| \$20,232.50 | Colliers Project Leaders | 953651 | 06/07/24 | 06/17/24 | 40-010 | 0001-0000 | | CPL Services May 2024 - FS/SD |
| \$60,000.00 | Lavallee Brensinger Architects | 20369 | 06/17/24 | 08/05/24 | 30-290 | 0002-0000 | 03 | LBA Services May 2024 - FS |
| \$3,960.00 | Lavallee Brensinger Architects | 20369 | 06/17/24 | 08/05/24 | 40-800 | 0003-0000 | 03 | LBA Services May 2024 - A&E Environmental & site - Survey |
| \$2,409.00 | Lavallee Brensinger Architects | 20369 | 06/17/24 | 08/05/24 | 40-800 | 0003-0000 | 03 | LBA Services May 2024 - A&E Environmental & site - Traffic |
| \$11,616.00 | Lavallee Brensinger Architects | 20369 | 06/17/24 | 08/05/24 | 40-800 | 0003-0000 | 03 | LBA Services May 2024 - A&E Environmental & site - Environmental |
| \$18,810.00 | Lavallee Brensinger Architects | 20369 | 06/17/24 | 08/05/24 | 40-800 | 0003-0000 | 03 | LBA Services May 2024 - A&E Environmental & site - Geotech |
| \$21,812.00 | Colliers Project Leaders | 961796 | 07/10/24 | 08/05/24 | 40-010 | 0001-0000 | 03 | CPL Services June 2024 - FS/ SD |
| \$48,000.00 | Lavallee Brensinger Architects | 20516 | 07/18/24 | 08/05/24 | 30-290 | 0002-0000 | 03 | LBA Services June 2024 - FS |
| (\$10,924.10) | Lavallee Brensinger Architects | 20516 | 07/18/24 | 08/05/24 | 40-800 | 0003-0000 | 03 | LBA Services June 2024 - A&E Environmental & site - Traffic |
| (\$1,210.00) | Lavallee Brensinger Architects | 20516 | 07/18/24 | 08/05/24 | 40-800 | 0003-0000 | 03 | LBA Services June 2024 - A&E Environmental & site - Geotech |
| \$2,400.00 | Kartoon EDU | 000072 | 07/25/24 | 08/05/24 | 40-810 | 0004-0000 | | Promotional Video - Pillars 4 of 6 |
| \$52,000.00 | Lavallee Brensinger Architects | 20640 | 08/19/24 | 09/30/24 | 30-290 | 0002-0000 | | LBA Services July 2024 - FS |
| \$2,750.00 | Lavallee Brensinger Architects | 20640 | 08/19/24 | 09/30/24 | 40-810 | 0004-0000 | | LBA Services July 2024 - HVAC Cost Estimate |
| \$24,954.00 | Colliers Project Leaders | 969708 | 08/13/24 | 09/30/24 | 40-010 | 0001-0000 | | CPL Services July 2024 - FS/ SD |
| \$26,197.00 | Colliers Project Leaders | 978642 | 09/06/24 | 09/30/24 | 40-010 | 0001-0000 | | CPL Services August 2024 - FS/ SD |
| \$40,000.00 | Lavallee Brensinger Architects | 20830 | 09/17/24 | 09/30/24 | 30-290 | 0002-0000 | | LBA Services August 2024 - FS |
| \$67,500.00 | Lavallee Brensinger Architects | 20830 | 09/17/24 | 09/30/24 | 30-290 | 0002-0000 | | LBA Services August 2024 - SD |
| \$5,846.60 | Lavallee Brensinger Architects | 20830 | 09/17/24 | 09/30/24 | 40-800 | 0003-0000 | | LBA Services August 2024 - A&E Environmental & site - Traffic |
| \$412.50 | Lavallee Brensinger Architects | 20830 | 09/17/24 | 09/30/24 | 40-800 | 0003-0000 | | LBA Services August 2024 - A&E Environmental & site - Soil Testing |
| \$16,870.00 | Colliers Project Leaders | 988260 | 10/04/24 | | 40-010 | 0001-0000 | | CPL Services September 2024 - FS/ SD |
| \$67,500.00 | Lavallee Brensinger Architects | 20910 | 10/11/24 | | 30-290 | 0002-0000 | | LBA Services September 2024 - SD |
| \$2,187.80 | Lavallee Brensinger Architects | 20910 | 10/11/24 | | 40-800 | 0003-0000 | | LBA Services September 2024 - A&E Environmental & site - Traffic |
| \$1,925.00 | Lavallee Brensinger Architects | 20910 | 10/11/24 | | 40-800 | 0003-0000 | | LBA Services September 2024 - A&E Environmental & site - Soil Testing |

\$893,248.72 Total Spent to Date

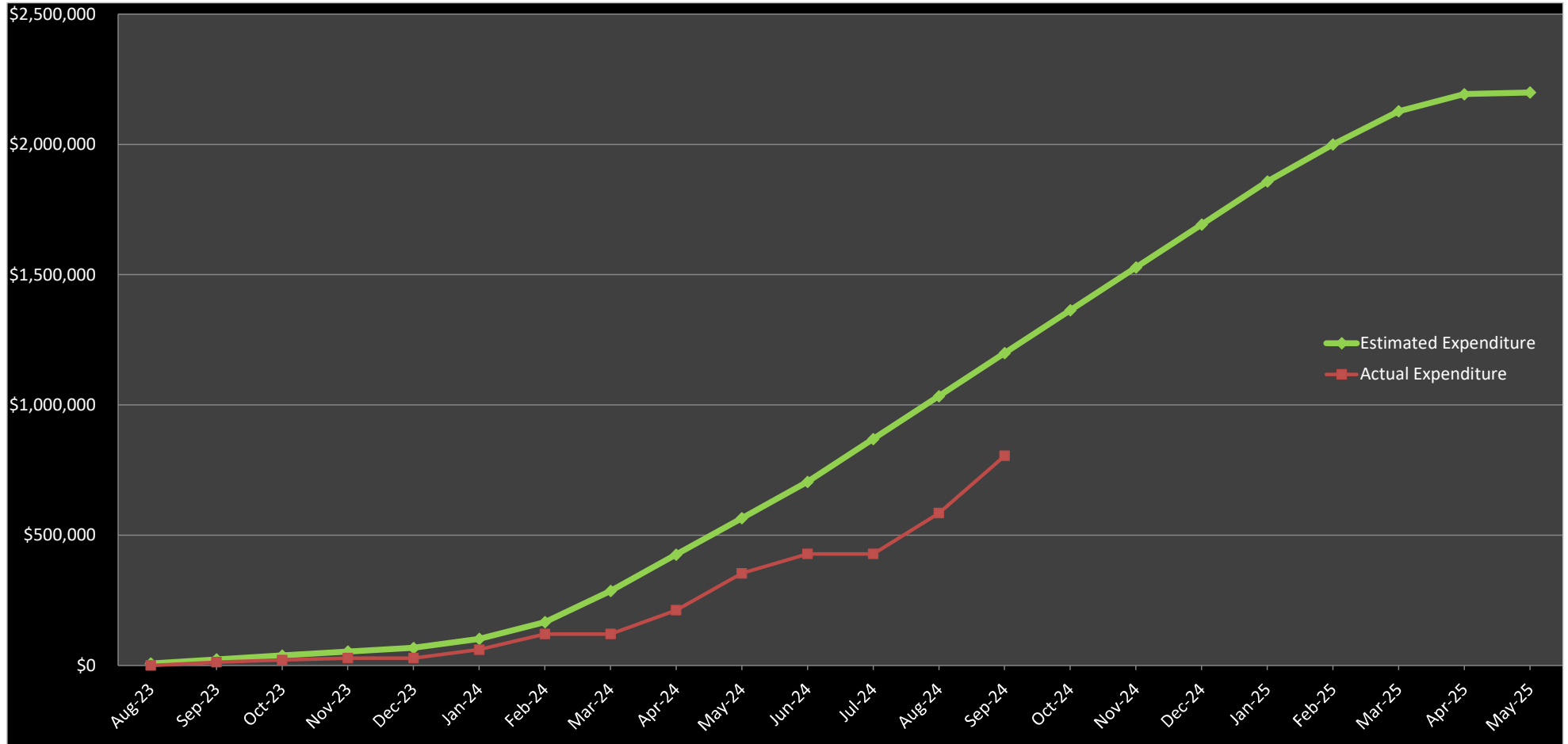
\$893,248.72



Town of Reading
 Killam Elementary School
 Estimated Project Cash Flow Graph



October 17, 2024





October 15, 2024

Matthew Kraunelis
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

**Subject: J Warren Killam Elementary School Project Management Services
Invoice #0000988260**

Dear Mr. Kraunelis:

Attached please find Colliers Project Leaders (CPL) invoice # 0000988260, in the amount of \$16,870.00 for Owner Project Manager services as authorized in Contract for the J Warren Killam Elementary School Project, during the month of September 2024.

In the period of September 1 - 30, 2024, the specific tasks undertaken and billed to this invoice include:

- Prepare and attend in person School Building Committee meeting for September.
- Attend School Committee Meeting for September.
- Attend and prepared agendas for XLT Meetings.
- Attend Communications group meetings.
- Review Architect invoice.
- Attend Select Board meeting.
- Attend sustainability group meeting.
- Review PSR submission.
- Reviewing and coordinating schedule with the Town.

Please feel free to contact me at (508) 215-6050 if you have any questions concerning this invoice.

Sincerely,

A handwritten signature in blue ink that reads "Shirley Ng".

Shirley Ng
Project Manager

Cc: Mike Carroll, Colliers Project Leaders

Attachment: 2024 09 Colliers Invoice # 988260

\$ 16,870.00- ProPay Code: 0001-0000



A Division of Colliers Engineering & Design

101 Crawfords Corner Road, Suite 3400
Holmdel, NJ 07733
732 383 1950

Town of Reading
Attn: Matt Kraunelis
16 Lowell St
Reading, MA 01867

Invoice : 0000988260
Invoice Date : 10/4/2024

Project : 23010425A
Project Manager: Osterman, Derek
Project Name : Reading MA/ OPM - J. Warren
Killam Elementary School

For Professional Services Rendered Through 9/30/2024

| | Fee | Remaining Fee | % Complete | Billings | | |
|--|------------|---------------|------------|------------|-----------------------------|------------------|
| | | | | To Date | Previous | Current |
| Feasibility Study / Schematic Design Phase | 280,000.00 | 62,358.75 | 77.73 | 217,641.25 | 200,771.25 | 16,870.00 |
| Subtotal: | 280,000.00 | 62,358.75 | 77.73 | 217,641.25 | 200,771.25 | 16,870.00 |
| | | | | | Current Billings | <u>16,870.00</u> |
| | | | | | Amount Due This Bill | <u>16,870.00</u> |

mike.carroll@collierseng.com
shirley.ng@Collierseng.com

In accordance with our business terms and conditions, acceptance of this invoice is implied unless Colliers Project Leaders USA NE, LLC is notified by 14 days from the date of this invoice. If timely payment cannot be made due to any discrepancy, please E-mail a brief explanation to Billing@colliersengineering.com and we will reply as soon as possible.
EFT/ACH PAYMENT INFO: Colliers Engineering & Design, Inc. | JP Morgan Chase | Routing 021000021 | Account# 836759092

REMIT TO: Colliers Project Leaders USA NE, LLC 101 Crawfords Corner Road, Suite 3400 | Holmdel, NJ 07733
Phone: 877-627-3772 | Fax: 732-383-1980

PM02 - Feasibility Study / Schematic Design Phase**Labor****Rate Labor**

| <i>Class</i> | <i>Hours</i> | <i>Rate</i> | <i>Amount</i> |
|---|--------------|-------------------------|------------------|
| Assistant Project Manager | 13.00 | 167.0000 | 2,171.00 |
| Financial Specialists | 10.00 | 162.0000 | 1,620.00 |
| Project Director | 9.00 | 328.0000 | 2,952.00 |
| | 1.00 | 479.0000 | 479.00 |
| Total Project Director | 10.00 | | 3,431.00 |
| Project Manager | 50.25 | 192.0000 | 9,648.00 |
| | | Total Rate Labor | 16,870.00 |
| Total Labor | | | 16,870.00 |
| Total Bill Task: PM02 - Feasibility Study / Schematic Design Phase | | | 16,870.00 |

Total Project: 23010425A - Reading MA/ OPM - J. Warren Killam Elementary School
16,870.00



Project Leaders

October 15, 2024

Matthew Kraunelis
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

**Subject: J Warren Killam Elementary School Designer Services
Invoice #20910**

Dear Mr. Kraunelis:

Colliers Project Leaders has reviewed the attached invoice and finds that the invoice is in compliance with the contract and the amount is appropriate for the scope of services delivered during this time period.

The referenced invoice is #20910 for Lavallee Brensinger Architects, for the Month of September 2024. The total recommended Payment is \$71,612.80.

We recommend payment of this amount, using the following ProPay Codes and Breakdowns.

| Invoice Number | Task | Request This Period | ProPay Code |
|----------------|----------------------------|---------------------|-------------|
| 20830 | A&E - Schematic Design | \$67,500.00 | 0002-0000 |
| 20830 | A&E - Other - Traffic | \$2,187.80 | 0003-0000 |
| 20830 | A&E - Other - Soil testing | \$1,925.00 | 0003-0000 |

Please feel free to contact me at (617) 987-4859 if you have any questions concerning this invoice.

Sincerely,

Shirley Ng
Project Manager

Cc: A. Michael Carroll III, Colliers Project Leaders

Attachment: 2024 09 LBA Inv#20910

LAVALLEE | BRENSINGER ARCHITECTS

155 Dow Street, Suite 400
Manchester, NH 03101

Matthew Kraunelis
Town of Reading MA
16 Lowell Street
Reading, MA 01867

October 11, 2024
Project No: 23-106-00
Invoice No: 20910
Customer PO # 23004647-001

Invoice Total: \$71,612.80

Project 23-106-00 Reading Killam Elementary School

Professional Services from September 1, 2024 to September 30, 2024

| | | | | |
|------------------|--------|------------------------|------------|-------------|
| Task | 025 | Feasibility Study | | |
| Fee | | | | |
| Total Fee | | 400,000.00 | | |
| Percent Complete | 100.00 | Total Earned | 400,000.00 | |
| | | Previous Fee Billing | 400,000.00 | |
| | | Current Fee Billing | 0.00 | |
| | | Total Fee | | 0.00 |
| | | Total this Task | | 0.00 |

| | | | | |
|------|-----|------------------------|--|-------------|
| Task | 026 | Reimbursable Expenses | | |
| | | Total this Task | | 0.00 |

| | | | | |
|------------------|-------|-------------------------|------------|--------------------|
| Task | 100 | Basic Services | | |
| Phase | 002 | Schematic Design | | |
| Fee | | | | |
| Total Fee | | 450,000.00 | | |
| Percent Complete | 30.00 | Total Earned | 135,000.00 | |
| | | Previous Fee Billing | 67,500.00 | |
| | | Current Fee Billing | 67,500.00 | |
| | | Total Fee | | 67,500.00 |
| | | Total this Phase | | \$67,500.00 |
| | | Total this Task | | \$67,500.00 |

| | | | | |
|------|-----|-------------------------------|--|-------------|
| Task | 101 | Reimbursable Expenses - Basic | | |
| | | Total this Task | | 0.00 |

| | | | | |
|------------------|--------|-----------------------|-----------|--|
| Task | 200 | Add Services | | |
| Phase | 001 | Amendment #1 - Survey | | |
| Fee | | | | |
| Total Fee | | 26,400.00 | | |
| Percent Complete | 100.00 | Total Earned | 26,400.00 | |
| | | Previous Fee Billing | 26,400.00 | |
| | | Current Fee Billing | 0.00 | |

Total Fee **0.00**

Total this Phase **0.00**

Phase 002 Amendment #2 - Traffic

Fee

Total Fee 120,450.00

| | | | |
|------------------|---------|----------------------|-----------|
| Percent Complete | 57.6009 | Total Earned | 69,380.30 |
| | | Previous Fee Billing | 67,192.50 |
| | | Current Fee Billing | 2,187.80 |

Total Fee **2,187.80**

Total this Phase **\$2,187.80**

Phase 003 Amendment #3 - HazMat

Fee

Total Fee 4,950.00

| | | | |
|------------------|--------|----------------------|----------|
| Percent Complete | 100.00 | Total Earned | 4,950.00 |
| | | Previous Fee Billing | 4,950.00 |
| | | Current Fee Billing | 0.00 |

Total Fee **0.00**

Total this Phase **0.00**

Phase 004 Amendment #4 - Environmental

Fee

Total Fee 14,520.00

| | | | |
|------------------|--------|----------------------|-----------|
| Percent Complete | 100.00 | Total Earned | 14,520.00 |
| | | Previous Fee Billing | 14,520.00 |
| | | Current Fee Billing | 0.00 |

Total Fee **0.00**

Total this Phase **0.00**

Phase 005 Amendment #5 - GeoTech

Fee

Total Fee 41,800.00

| | | | |
|------------------|---------|----------------------|-----------|
| Percent Complete | 42.1053 | Total Earned | 17,600.00 |
| | | Previous Fee Billing | 17,600.00 |
| | | Current Fee Billing | 0.00 |

Total Fee **0.00**

Total this Phase **0.00**

Phase 006 Amendment #6 - Soil Testing

Fee

Total Fee 2,750.00

| | | | |
|------------------|-------|----------------------|----------|
| Percent Complete | 85.00 | Total Earned | 2,337.50 |
| | | Previous Fee Billing | 412.50 |
| | | Current Fee Billing | 1,925.00 |

Total Fee **1,925.00**

Total this Phase **\$1,925.00**

| | | | | |
|---------|-----------|----------------------------------|---------|-------|
| Project | 23-106-00 | Reading Killam Elementary School | Invoice | 20910 |
|---------|-----------|----------------------------------|---------|-------|

| | | |
|-------|-----|-----------------------------------|
| Phase | 007 | Amendment #7 - HVAC Cost Estimate |
|-------|-----|-----------------------------------|

| | | | | |
|------------------|----------|-------------------------|----------|-------------|
| Fee | | | | |
| Total Fee | 2,750.00 | | | |
| Percent Complete | 100.00 | Total Earned | 2,750.00 | |
| | | Previous Fee Billing | 2,750.00 | |
| | | Current Fee Billing | 0.00 | |
| | | Total Fee | | 0.00 |
| | | Total this Phase | | 0.00 |

| | | |
|-------|-----|-----------------------------------|
| Phase | 008 | Amendment #8 - SD Energy Modeling |
|-------|-----|-----------------------------------|

| | | | | |
|------------------|-----------|---------------------------|------|--------------------|
| Fee | | | | |
| Total Fee | 16,500.00 | | | |
| Percent Complete | 0.00 | Total Earned | 0.00 | |
| | | Previous Fee Billing | 0.00 | |
| | | Current Fee Billing | 0.00 | |
| | | Total Fee | | 0.00 |
| | | Total this Phase | | 0.00 |
| | | Total this Task | | \$4,112.80 |
| | | Total this Invoice | | \$71,612.80 |

Project Outstanding Invoices

| Invoice Number | Invoice Date | Balance Due |
|----------------|--------------|-------------------|
| 20830 | 9/17/2024 | 113,759.10 |
| Total | | 113,759.10 |

| | Current | Prior | Total |
|-------------------------|------------------|-------------------|-------------------|
| Billings to Date | 71,612.80 | 601,325.00 | 672,937.80 |

Your mission inspires us. Our creativity and knowledge empower you. Together we achieve excellence.

Thank you for your business. Our standard payment terms are thirty (30) days from invoice date. Any amounts remaining unpaid beyond thirty (30) days are subject to interest at a rate of 1.0% per month, 12% per annum or at the legal prevailing rate.



Lavallee Brensinger Architects
99 Bedford Street
Boston, MA 02111

September 13, 2024
Invoice No: 0395559

Project NEX-2300326.00 Reading, MA - J. Warren Killiam Elementary School MSBA Project (sub LBPA)
LBA Project No: 23-106-00

Services Rendered Include: Finalize Traffic Sections of PSR for Submission

Professional Services from July 27, 2024 to August 23, 2024

Task 00001 Feasibility Study

| Fee | | Percent Fee Complete | Fee Earned | Prior Earned | Current Earned |
|------------------------|-----------|-------------------------|---------------|-----------------|-------------------|
| Billing Phase | | | | | |
| Feasibility Study | 29,800.00 | 100.00 | 29,800.00 | 29,800.00 | 0.00 |
| Total Fee | 29,800.00 | | 29,800.00 | 29,800.00 | 0.00 |
| Total Fee | | | | 0.00 | |
| Total this Task | | | | 0.00 | |

Task 00002 Schematic Design

| Fee | | Percent Fee Complete | Fee Earned | Prior Earned | Current Earned |
|------------------------|-----------|-------------------------|---------------|-------------------|-------------------|
| Billing Phase | | | | | |
| Schematic Design | 66,300.00 | 31.9955 | 21,213.00 | 19,224.00 | 1,989.00 |
| Total Fee | 66,300.00 | | 21,213.00 | 19,224.00 | 1,989.00 |
| Total Fee | | | | 1,989.00 | |
| Total this Task | | | | \$1,989.00 | |

Task 00003 Meetings

| Fee | | Percent Fee Complete | Fee Earned | Prior Earned | Current Earned |
|---------------------------|-----------|-------------------------|---------------|-------------------|-------------------|
| Billing Phase | | | | | |
| Meetings | 13,400.00 | 90.00 | 12,060.00 | 12,060.00 | 0.00 |
| Total Fee | 13,400.00 | | 12,060.00 | 12,060.00 | 0.00 |
| Total Fee | | | | 0.00 | |
| Total this Task | | | | 0.00 | |
| Total this Invoice | | | | \$1,989.00 | |

Billings to Date

| | Current | Prior | Total |
|---------------|-----------------|------------------|------------------|
| Fee | 1,989.00 | 61,084.00 | 63,073.00 |
| Totals | 1,989.00 | 61,084.00 | 63,073.00 |

Invoice

Samiotes Consultants, Inc.
Civil Engineering + Land Surveying
20 A Street
Framingham, MA 01701
T 508.877.6688
www.samiotes.com



Lavallee Brensinger PLLC
dba Lavallee Brensinger Architects
Jenni Katajamaki, RA, LEED, AP, MCPPO
99 Bedford Street, Suite 501
Boston, MA 02111

September 18, 2024
Project No: 53086.00
Invoice No: 22689

Project 53086.00 J Warren Killam Elementary School - Reading

Email invoice to: apcon@lbpa.com

Approved As Is
by Jenni Katajamaki
on 9/18/2024 at 12:54 PM

LBA Project No. 23-106-00

Professional Services from August 1, 2024 to August 31, 2024

| Task | Contract Amount | Percent Complete | Billings to Date | Previously Billed | Current Fee Billing |
|------------------------------|-----------------|------------------|------------------|-------------------|---------------------|
| Preliminary Soil Testing T21 | 2,500.00 | 85.00 | 2,125.00 | 375.00 | 1,750.00 |
| Total Fee | | | | | 1,750.00 |
| Total this Invoice | | | | | \$1,750.00 |

Outstanding Invoices

| Number | Date | Balance |
|--------|-----------|---------|
| 22620 | 8/21/2024 | 375.00 |

Billing Backup

Wednesday, September 18, 2024

Samioles Consultants, Inc.

Invoice 22689 Dated 9/18/2024

9:09:46 AM

| | | |
|---------|----------|---|
| Project | 53086.00 | J Warren Killam Elementary School - Reading |
|---------|----------|---|

Professional Personnel

| | Hours |
|--|-------|
| Director of Engineering | |
| Director of Engineering | |
| 3 - Powers, Stephen 8/12/2024 | .50 |
| coord soil testing; notification to Town engineer | |
| 3 - Powers, Stephen 8/13/2024 | .75 |
| start soil memo for MZ; coord w/ Arch | |
| Civil Project Manager | |
| Civil Project Manager | |
| 33 - Zirolli, Matthew 8/13/2024 | 1.50 |
| DigSafe & soil research | |
| 33 - Zirolli, Matthew 8/14/2024 | 8.00 |
| Prelim Soil Testing | |
| 33 - Zirolli, Matthew 8/15/2024 | 1.00 |
| soil logs review/ guidance for Jonah | |
| Project Engineer II | |
| Project Engineer II | |
| 35 - Ponce de Leon, Claudia 8/1/2024 | .25 |
| Soil testing coordination emails | |
| 35 - Ponce de Leon, Claudia 8/12/2024 | .25 |
| Calling Town Engineer to invite them to witness soil testing | |
| Professional Staff | |
| Professional Staff | |
| 8 - Austin, Jonah 8/13/2024 | .50 |
| Preparatory Paperwork and Meeting | |
| 8 - Austin, Jonah 8/14/2024 | 4.00 |
| Soil Testing | |
| 8 - Austin, Jonah 8/15/2024 | 1.50 |
| Digitalizing Paperwork | |
| Totals | 18.25 |

MSBA Designer Minority & Women Workforce Participation Report

Killam Elementary School

August 2024

LBA Project #: 23-106-00

| Name | Firm | Gender | Minority? | Monthly Hours | Monthly Female Hours | Monthly Minority Hours |
|-------------------------------|--------------------------------|---------------|------------------|----------------------|-----------------------------|-------------------------------|
| Gooje, Vamshi | Thornton Tomasetti | M | Y | 14.50 | | 14.50 |
| Bhusry, Nandan | Thornton Tomasetti | M | Y | 63.50 | | 63.50 |
| Brown, Rebecca | Greenman-Pedersen, Inc. | F | N | 1.50 | 1.50 | 0.00 |
| Rogers, Nicole | Greenman-Pedersen, Inc. | F | N | 2.00 | 2.00 | 0.00 |
| Howard, Angie | Samiotes Consultants, Inc. | F | Y | 0.00 | 0.00 | 0.00 |
| Lammers, Dillon | Samiotes Consultants, Inc. | M | N | 0.00 | 0.00 | 0.00 |
| Ponce de Leon, Claudia | Samiotes Consultants, Inc. | F | Y | 2.50 | 2.50 | 2.50 |
| Powers, Stephen | Samiotes Consultants, Inc. | M | N | 2.50 | 0.00 | 0.00 |
| Zirolli, Matthew | Samiotes Consultants, Inc. | M | N | 1.50 | 0.00 | 0.00 |
| Vincent, Raymond` | C. A. Crowley Eng. Inc.`` | M | N | 1.00 | 0.00 | 0.00 |
| Setterlun, Steve | B+AC | M | N | 3.50 | 0.00 | 0.00 |
| Ashton, Kelly | Terraink | F | N | 0.75 | 0.75 | |
| Connelly, Kellie | Terraink | F | N | 0.25 | 0.25 | |
| Banks-Murray, Halley | Terraink | F | N | 3.00 | 3.00 | |
| Cummings, Jade | Terraink | F | N | 1.50 | 1.50 | |
| Thompson, Elizabeth | Terraink | F | N | 9.00 | 9.00 | |
| Couceiro, Matthew | CES | M | N | 3.00 | 0.00 | 0.00 |
| Khoury, Waseem | CES | M | Y | 3.00 | 0.00 | 3.00 |
| DeBlasi, Carmen | Lavalley Brensinger Architects | M | N | | | |
| Brown, Dylan | Lavalley Brensinger Architects | M | N | 1.30 | | |
| Harris, David | Lavalley Brensinger Architects | M | N | 3.25 | | |
| Katajamaki, Jenni | Lavalley Brensinger Architects | F | N | 56.50 | 56.50 | |
| Meckem, Wolfgang | Lavalley Brensinger Architects | M | N | 142.50 | | |
| Reynolds, Scott | Lavalley Brensinger Architects | M | N | 16.50 | | |
| Sedor, Eleanor | Lavalley Brensinger Architects | F | N | 55.50 | 55.50 | |
| Sherwood, Leigh | Lavalley Brensinger Architects | M | N | 51.50 | | |
| Shilo, Doug | Lavalley Brensinger Architects | M | N | 1.25 | | |
| Tirrell, Ryan | Lavalley Brensinger Architects | M | N | 1.00 | | |
| Total Hours this Month | | | | 442.30 | 132.50 | 83.50 |
| Percentage this Month | | | | | 30% | 19% |

100 Federal Street,
Floor 13
Boston, MA 02110

www.cplusa.com



October 15, 2024

Matthew Kraunelis
Town Manager
Town of Reading
16 Lowell St
Reading, MA 01867

Subject: J. Warren Killam Elementary School Designer Amendment #9

Dear Mr. Kraunelis:

Colliers Project Leaders has reviewed and recommend the approval of Lavallee Brensinger Architects' Contract Amendment #9 for the J. Warren Killam Elementary School project.

Lavallee Brensinger Architects' Contract Amendment #9 is for Additional Services for design, production, and delivery of (5) 30"x40" presentation boards for back-to-school night for a total of *Two Thousand Seven Hundred fifty-Three dollars and Ninety-Four cents (\$2,753.94)*. (ProPay Code: 0004-0000)

As design work is ongoing, we respectfully request execution of this agreement at the earliest opportunity. Please let us know if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Shirley Ng".

Shirley Ng
Project Manager

cc: Mike Carroll, Colliers Project Leaders
Tom Milaschewski, Superintendent
Carla Nazzaro, School Building Committee Chair

LAVALLEE | BRENSINGER ARCHITECTS

September 12, 2024

Mr. Matthew Kraunelis
Town Manager
Town of Reading, MA
16 Lowell St.
Reading, MA 01867
E-Mail: mkraunelis@ci.reading.ma.us

Re: Killam Elementary School
Owner-Architect Contract Amendment No. 9 – Presentation Boards

Dear Mr. Kraunelis,

Please find attached Amendment No. 9 to the Owner-Architect Contract. This Amendment includes Additional Services for design, production, and delivery of (5) 30"x40" presentation boards for back-to-school night.

This scope was not included in the designer's base fee as it is an additional service under the MSBA contract.

This Amendment includes the following:

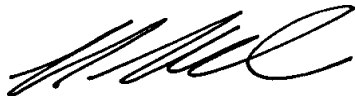
- Printing of boards – \$478.13
- Administrative 10% Markup – \$47.81
- LBA Labor – \$2,228.00

| | Role | Rate | Hours | Totals |
|------------------|-----------------------|----------|-------|------------|
| Leigh Sherwood | Principal | \$232.00 | 2 | \$464.00 |
| Jenni Katajamaki | Sr. PM | \$222.00 | 2 | \$444.00 |
| Eleanor Sedor | Architectural staff 1 | \$132.00 | 10 | \$1320.00 |
| | | | | \$2,228.00 |

The total value of this contract amendment is \$2,753.94

Please refer to the attachments for additional information.

Sincerely,



Leigh S. Sherwood, AIA, LEED AP, NCARB
Principal

Attachments:

- Attachment F – Contract for Designer Services Amendment No. 9
- Printing Invoice from ABC Imaging

ATTACHMENT F

CONTRACT FOR DESIGNER SERVICES

AMENDMENT NO. 9

WHEREAS, the Town of Reading (“Owner”) and Lavallee Brensinger Architects (the “Designer”) (collectively, the “Parties”) entered into a Contract for Designer Services for the Killam Elementary School Project at the Killam Elementary School on the 12th day of December in the year Two-Thousand Twenty-three (“Contract”); and

WHEREAS, effective as of September 12, 2024, the Parties wish to amend the Contract:

NOW, THEREFORE, in consideration of the promises and the mutual covenants contained in this Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. The Owner hereby authorizes the Designer to perform services for the Design Development Phase, the Construction Phases, and the Final Completion Phase of the Project, pursuant to the terms and conditions set forth in the Contract, as amended.
2. For the performance of services required under the Contract, as amended, the Designer shall be compensated by the Owner in accordance with the following Fee for Basic Services:

| Fee for Basic Services: | Original Contract Including Amd 1-8 | After this Amendment 9 |
|--------------------------------|--|------------------------|
| Feasibility Study Phase | <u>\$ 400,000.00</u> | <u>\$ 400,000.00</u> |
| Schematic Design Phase | <u>\$ 450,000.00</u> | <u>\$ 450,000.00</u> |
| Design Development Phase | <u>\$</u> | <u>\$</u> |
| Construction Document Phase | <u>\$</u> | <u>\$</u> |
| Bidding Phase | <u>\$</u> | <u>\$</u> |
| Construction Phase | <u>\$</u> | <u>\$</u> |
| Completion Phase | <u>\$</u> | <u>\$</u> |
| Extra Services Over the Basic | <u>\$ 230,120.00</u> | <u>\$ 232,873.94</u> |
| Total Fee | <u>\$ 1,080,120.00</u> | <u>\$ 1,082,873.94</u> |

This Amendment is a result of: Additional Service – Presentation Boards

3. The Construction Budget shall be as follows:

| | |
|------------------|--------------|
| Original Budget: | \$ TBD _____ |
| Amended Budget | \$ TBD _____ |

4. The Project Schedule shall be as follows:

| | |
|--------------------|--------------|
| Original Schedule: | \$ TBD _____ |
| Amended Schedule | \$ TBD _____ |

5. This Amendment contains all of the terms and conditions agreed upon by the Parties as amendments to the original Contract. No other understandings or representations, oral or otherwise, regarding amendments to the original Contract shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract remain in full force and effect.

IN WITNESS WHEREOF, the Owner, with the prior approval of the Authority, and the Designer have caused this Amendment to be executed by their respective authorized officers.

IN WITNESS WHEREOF, the Owner, with the prior approval of the Authority, and the Designer have caused this Amendment to be executed by their respective authorized officers.

OWNER

Matthew Kraunelis

MK (print name)
Town Manager

(print title)

Signed by:
By Matthew Kraunelis

Date 10/15/2024

DESIGNER

Chris Drobot, AIA

(print name)
President

(print title)
By Chris Drobot

(signature)
Date 9/12/2024



Remit Payment to :
ABC Imaging of Washington, Inc.
P.O. Box 2345
West Chester, PA 19380-0110

Invoice No: I-22554285

Approved As Is
 by Jenni Katajamaki
 on 9/12/2024 at 11:47 AM

For Credit card payments, call (202) 429-8870

Bill To: LAVBRE

Lavallee Brensinger Architects
 99 Bedford Street 5th Floor
 Boston, MA 02110

| | |
|------------------------------------|------------------------------------|
| Invoice Date: 09/10/2024 | Contract: MAIN |
| Store Code: 1801 | Work Order No.: 22107788 |
| CSR JtEntryService | P.O. No.: |

| | | |
|--|--|--|
| Ordered By: Jenni | Job No.: 23-106-00 | Job Name: Reading Killam Elementary School |
| Company: | Lavallee Brensinger Architects | |
| Order Date: September 10, 2024 | Order Due Date: September 10, 2024 | Ticket No: 23525077 |

| Item Code | Description | Unit Size | Originals | Copies | Unit Price | Extended Price |
|-------------|----------------------------------|-----------|-----------|--------|------------|----------------|
| 2000PPC3040 | Color Poster (300 dpi)*30x40 | 0.00000 | 1 | 5 | 49.5000 | \$ 247.50 |
| 2500MFS3042 | Dry Mounting .25 Foam Core*30x42 | 0.00000 | 1 | 5 | 40.5000 | \$ 202.50 |

| | |
|---|------------------|
| Subtotal: | \$ 450.00 |
| 02111 - SUFFOLK (MA) (6.25000 %) | \$ 28.13 |
| Total: | \$ 478.13 |

Comments:

| Type | Delivery To | Tracking Numbers |
|-----------------|--|------------------|
| Customer Pickup | Jenni Lavallee Brensinger Architects 99 BEDFORD ST FL 5 BOSTON, MA 02111 | |

TERMS: Net 30

1 1/2% INTEREST CHARGE PER MONTH WILL BE ADDED TO ALL PAST DUE INVOICES OLDER THAN 30 DAYS

We impose a 3% surcharge on credit cards that is not greater than our cost of acceptance.



DRAFT

Colliers Project Leaders NE, LLC

A Michael Carroll

Progress Report as of Date 9/30/2024

| | | | |
|---------------------------------|----------------------------------|---|---------------------|
| District Name | Reading | MSBA ID | 202102460017 |
| School Name | J Warren Killam | Project Name | |
| OPM Firm Name | Colliers Project Leaders NE, LLC | School Building Committee Representative | Thomas Milaschewski |
| Project Director | A Michael Carroll | Total Project Budget (ProPay) | \$2,200,000 |
| Designer Firm Name | LaVallee Brensinger Architects | Encumbered (Reporting Period) | \$16,500 |
| Principal | Leigh Sherwood | Encumbered (to Date) | \$1,363,990 |
| General Contractor Firm Name | | Total Project Invoices Received (to Date) | \$804,766 |
| General Contractor Contact Name | | Project Completion Percentage | 11% |

OPM

Colliers Project Leaders NE, LLC

Progress Report as of Date 9/30/2024

Contract Summary

Payment Summary

| | | | |
|--|-----------|--------------------------------------|-----------|
| Original Contract Amount | \$280,000 | Total Contract Amount | \$280,000 |
| Contract Amendments (to Date) | 0 | Invoices Paid (to Date) | \$174,574 |
| Value of Contract Amendments (to Date) | \$0 | Invoices Received (Reporting Period) | \$26,197 |
| Total Contract Amount | \$280,000 | Contract Amount Remaining | \$79,229 |

Contract Amendments as Percentage of Original Contract Amount 0.0%

- OPM Activities (Reporting Period)
- Prepare and attend in person SBC meetings
 - Attend and prepare agendas for XLT meetings
 - Attend communications group meetings
 - Review architect invoices
 - Attend Select Board meeting
 - Attend sustainability group meetings
 - Coordinating with MSBA for the FAS
 - Prepare and submit PSR report

Project Budget Status Project is on Budget

MSBA Closeout Status NA

Potential Issues No potential issues identified at this time

DESIGNER

LaVallee Brensinger Architects

Progress Report as of Date 9/30/2024

Contract Summary

Payment Summary

| | | | |
|--|-------------|--------------------------------------|-------------|
| Original Contract Amount | \$850,000 | Total Contract Amount | \$1,080,120 |
| Contract Amendments (to Date) | 8 | Invoices Paid (to Date) | \$487,566 |
| Value of Contract Amendments (to Date) | \$230,120 | Invoices Received (Reporting Period) | \$113,759 |
| Total Contract Amount | \$1,080,120 | Contract Amount Remaining | \$478,795 |

Contract Amendments as Percentage of Original Contract Amount 27.1%

MBE/WBE

Workforce Participation

| | | | |
|----------------|-------|----------------------------------|-------|
| MBE Percentage | 6.6% | Total Hours | 442 |
| MBE Actual | 7.0% | Minority Hours | 84 |
| WBE Percentage | 15.0% | Minority Percentage | 19.0% |
| WBE Actual | 10.0% | Minority Workforce Participation | 4.0% |
| | | Female Hours | 133 |
| | | Female Percentage | 30.0% |
| | | Female Workforce Participation | 6.0% |

RFIs and Submittals

RFIs Issued (Reporting Period)

Total RFIs Issued (to Date) 0

Remaining Open RFIs – Past 30 Days

Notes

Remaining Open RFIs – Past 60 Days

Notes

Remaining Open RFIs – Past 90 Days

Notes

Submittals Received (Reporting Period)

Total Submittals Received (to Date) 0

Submittals Reviewed (Reporting Period)

Total Submittals Reviewed (to Date) 0

Comments (Remaining Open Submittals)

| | | | |
|-------|-------------------|---------------------------------|------------|
| Phase | Feasibility Study | Phase Scheduled Completion Date | 10/30/2024 |
|-------|-------------------|---------------------------------|------------|

| | |
|--|---|
| Designer Activities (Reporting Period) | - Attend SBC meeting |
| | - Prepare agendas and attend XLT meetings |
| | - Attend communications group meetings |
| | - Continue design in Feasibility study |
| | - Coordinating sustainability reviews |
| | - Coordinating with MSBA for the FAS |
| | - Prepare and submit PSR report |

30 Day Look Ahead

Commissioning Consultant N/A

Commissioning Consultant Status N/A

GENERAL CONTRACTOR

Progress Report as of Date 9/30/2024

Contract Summary

Original Contract Amount (including CM-At-Risk Amendments)

Change Orders (to Date)

Value of Change Orders (to Date)

Total Contract Amount

Procurement Type Undetermined

Change Orders as Percentage of Original Contract Amount

Pending Change Orders

Change Order Status

Payment Summary

Total Contract Amount

Invoices Paid (to Date)

Invoices Received (Reporting Period)

Contract Amount Remaining

MBE/WBE

MBE Percentage

MBE Actual

WBE Percentage

WBE Actual

Workforce Participation

Total Hours

Minority Hours

Minority Percentage

Minority Workforce Participation

Female Hours

Female Percentage

Female Workforce Participation

Schedule Assessment

Notice to Proceed Date

Physical Progress

Substantial Completion Date (Reported)

Substantial Completion Date (Contract)

Substantial Completion Date (Certificate)

Construction Progress (Reporting Period)

30 Day Look Ahead

Overall Schedule Assessment

Problems Identified (Schedule or Construction)

Quality Control

Safety Compliance

Number of Claims (to Date)

Value of Claims (to Date)

Comments

Recorded Manpower (Reporting Period)

Contractor Closeout Status

Certification

The undersigned hereby certifies that, to the best of his/her knowledge, the information contained in this monthly report and attached hereto are true and accurate.

Project Director/Project Manager

Mike Carroll

Print Name



Signature

10/11/2024

Date



Project Leaders

Construction Delivery Options

General Contractor (GC) vs Construction
Manager at Risk (CM@R)

October 21st, 2024

Prepared by: Colliers Project Leaders

Construction Delivery Options

Per MGL (Massachusetts General Law)

There are 2 Basic Construction Delivery Methods

General Contractor (GC)

- Traditional Design-Bid-Build Approach (DBB)
- Utilizes MGL Chapter 149

Construction Manager at Risk (CM@R)

- Approved by Massachusetts for public projects in 2004
- Utilizes MGL Chapter 149a
- Applicable for projects greater than \$5 million (construction)

General Contractor (Chapter 149)



Project Leaders

- **Traditional approach to design and construction**
- **Project is fully designed 100% and then bid**
- **Bid is awarded to pre-qualified, DCAMM certified General Contractor (GC) based upon lowest responsible and eligible bidder**
- **MGL requires pre-qualification of GC's and filed sub-contractors if project is estimated to cost \$10M or more**
- **Contract is based upon lump sum amount**
- **Work shown in the documents is owned. Work not shown would require a Change Order**

Construction Manager At Risk (Chapter 149a)



Project Leaders

- **CM@R process requires local and OIG approval in advance**
- **CM@R retained early in the design process to provide expertise on budget, schedule, phasing/logistics, and constructability**
- **CM@R is selected based upon qualifications then a fee negotiation process ensues**
- **MGL requirement for pre-qualification of Trade sub-contractors still applies**
- **Greater Ability to have Early Packages. Allowing construction to start prior to full completion of design**
- **CM@R has a contingency including in the GMP**

General Contractor (Chapter 149)

Legal Clarifications



Project Leaders

“Lowest responsible and eligible bidder”

- **“The bidder (1) whose bid is the lowest of those bidders possessing the skill, ability and integrity necessary for the faithful performance of the work; (2) who shall certify, that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work; (3) who shall certify that that all employees to be employed at the worksite will have successfully completed a course in construction safety and health...”**

- M.G.L. c. 30, Section 39M(c)

General Contractor (Chapter 149) Legal Clarifications



Project Leaders

Are Awarding Authorities STUCK with selecting the low GC bidder after said GC has prequalified for the project?

Just because a General Contractor was prequalified, the awarding authority may still reject him at the bid stage as being not responsible. This is because, at the bid stage, precedent establishes that a single negative reference is enough to justify a rejection at the Bid stage. You do not have as much discretion at the prequalification stage since the contractor may still be prequalified even if he gets a zero on his references. This is because a prequalification RFQ assigns points to each category. At the bid stage, it only takes one negative reference to justify a rejection on responsibility grounds.

The same holds true if prequalification is not required: an awarding authority can always reject a bidder based on one reliable negative reference.

- Deborah Anderson, Assistant Attorney General – Construction Bid Unit

Comparing GC/DBB(149) to CM@R(149a)

GC/DBB (chapter 149)

- Familiar process
- Prequalification of GCs and FSB
- Fully defined scope of project at bid time
- Linear process; reduced opportunity for early scope of work packages
- No input from builder during design process
- Lowest responsible and eligible bidder is accepted (Quantitative (cost) drives)
- Lower initial price, and final price
- Initial Project Cost is known before construction Starts
- More typical for straight forward projects

CM@Risk (chapter 149a)

- Builder is part of team, starting in Design
- Prequalification of the CM@R and TSB
- Greater ability to fast-track construction with early packages, prior to the project being fully defined
- CM@R is involved with the final design, Logistics, and the final estimate process
- Preferred vendor is selected (Qualitative drives)
- Higher initial price, and typically more expensive option than GC approach
- Price is not finalized until GMP is complete
- More Typical for complex projects
- No guarantees – problems will still occur



Project Leaders

MSBA Project Data

From the MSBA Website

Ranging from 2022 - 2024

(* project actually show from 2020-2024)

- **37 Total Projects**
- **16 GC/DBB: Average Construction Cost = \$577/SF**
- **21 CM@R: Average Construction Cost = \$624/SF**

- **Ave. GC/DBB Project: \$91.1M 158,000 sf**
- **Ave. CM@R Project: \$130.9M 210,000 sf**

- **2020-2022 7 GC/DBB 14 CM@R**
- **2023-2024 7 GC/DBB 07 CM@R**



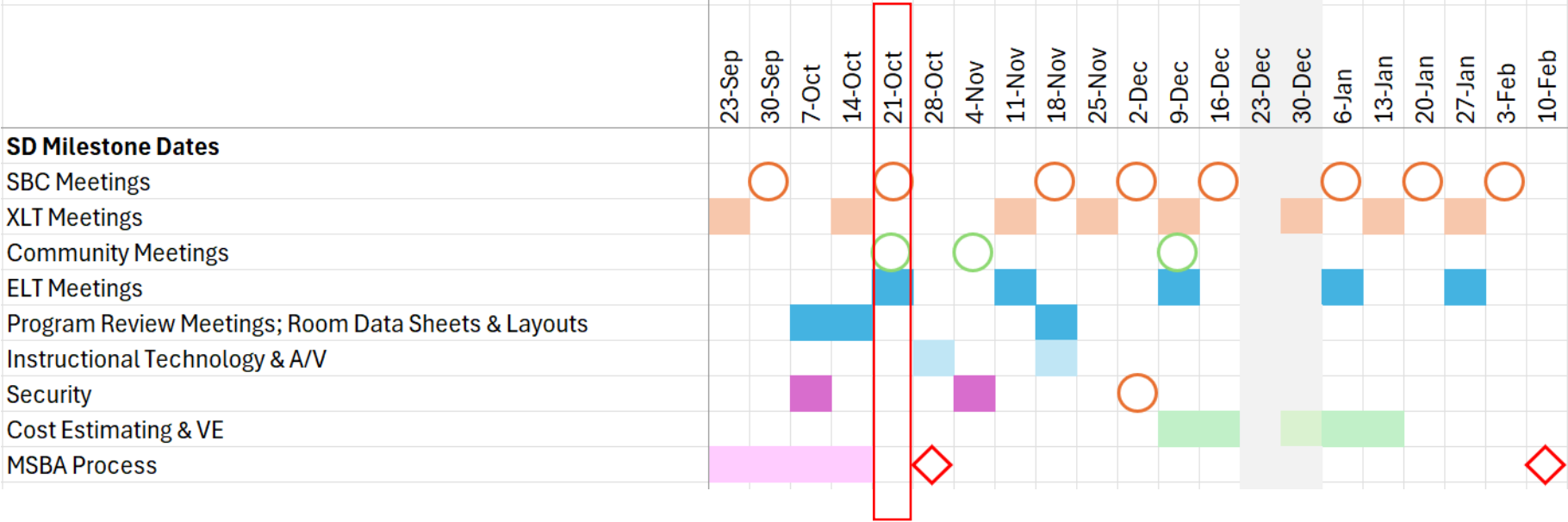
Project Leaders

THANK YOU !

"A PLACE WHERE EVERYONE BELONGS"



KEY SD MILESTONES



PSR UPDATE

PSR UPDATE

MSBA WILL Participate in Funding:

- 20 Classrooms for grades 1-5
- STE Room and Storage
- Specialist offices (Literacy, Math, Reading)
- MLL Classrooms
- Adaptive PE
- 12 RISE Pre-K Classrooms

PSR UPDATE

MSBA Will NOT Participate in Funding:

- Extra Gym Space - 1,150 SF
- Larger Staff Lunch Room – 187 SF
- Admin & Guidance (larger conference rm; larger counseling offices) – 388 SF
- All non-classroom RISE Program Spaces – 5,855 SF
- Extended Day Office and Storage – 500 SF

PSR UPDATE

MSBA Will PARTIALLY Participate in Funding:

- 2,000 SF of 4,800 SF of Flex Area

1-4 Classrooms max size allowed – 1,000 SF

Programmed Size – 900 SF

Saved – 100 SF x 20 = 2,000 SF

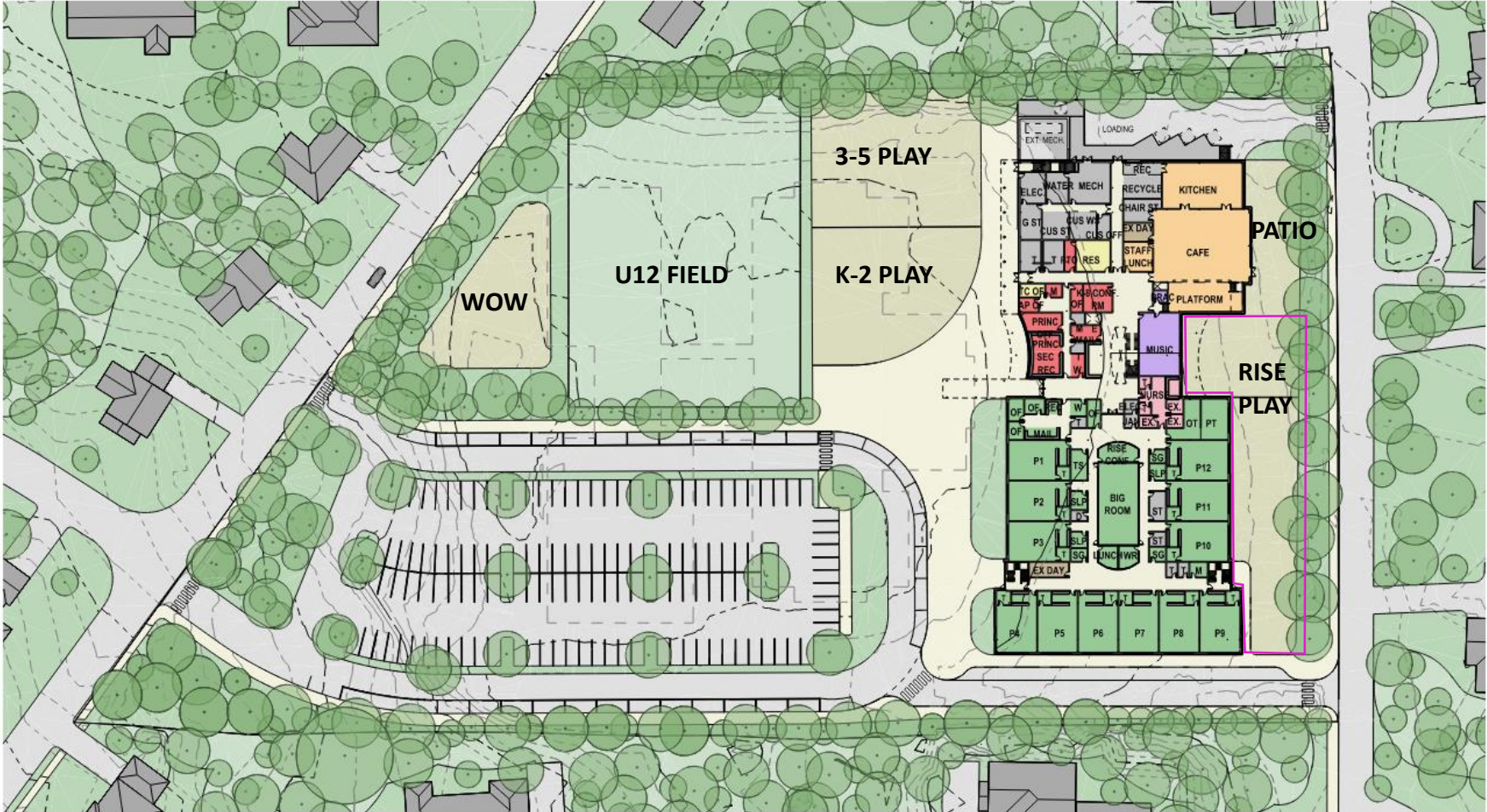
Kindergarten Classrooms max size allowed – 1,300 SF

Programmed size – 1,100 SF

Saved – 200 SF x 4 = 800 SF

COMMUNITY MEETING: SITE AND COMMUNITY USE

COMMUNITY MEETING: SITE AND COMMUNITY USE



COMMUNITY MEETING: SITE AND COMMUNITY USE

1 BUFFER ZONE

VISUAL AND AUDITORY SCREEN
BERM, FENCE, WALL, PLANTING



2A ACTIVE PLAY: OPEN FIELD



2B ACTIVE PLAY: PLAYGROUND



3 WOW CENTER | DISCOVERY



4 ARRIVAL COURT | DROP-OFF

SAFETY BOLLARDS
SEATING, TREES (SHADE COVER)



5 OUTDOOR GATHERING | DINING



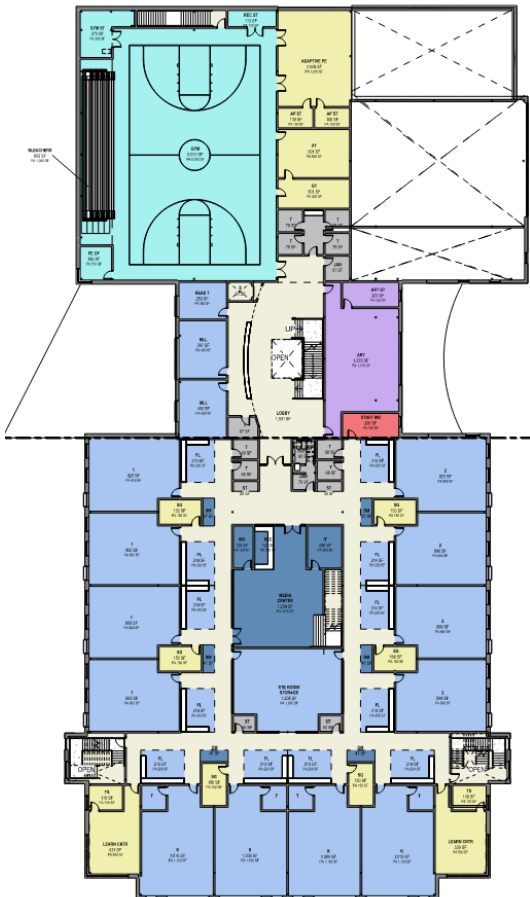
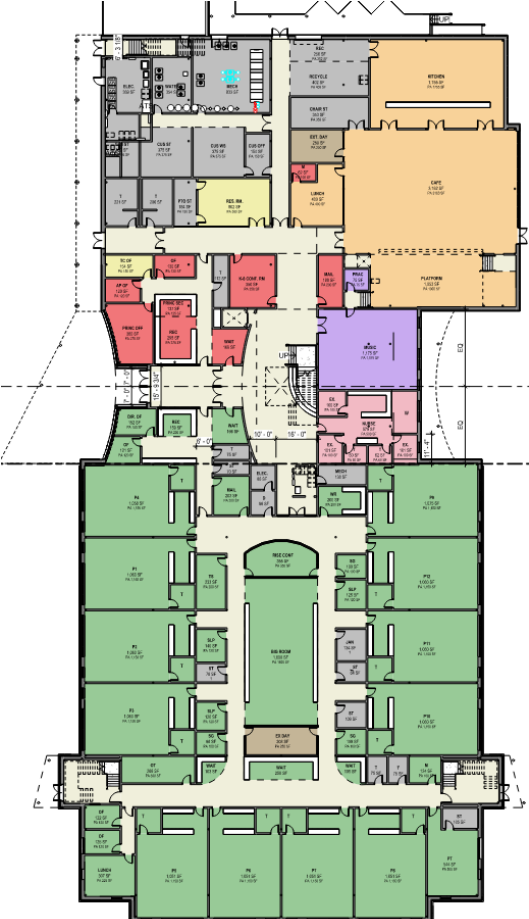
6 OUTDOOR LEARNING | CLASSROOM



7 RISE PLAY



COMMUNITY MEETING: SITE AND COMMUNITY USE

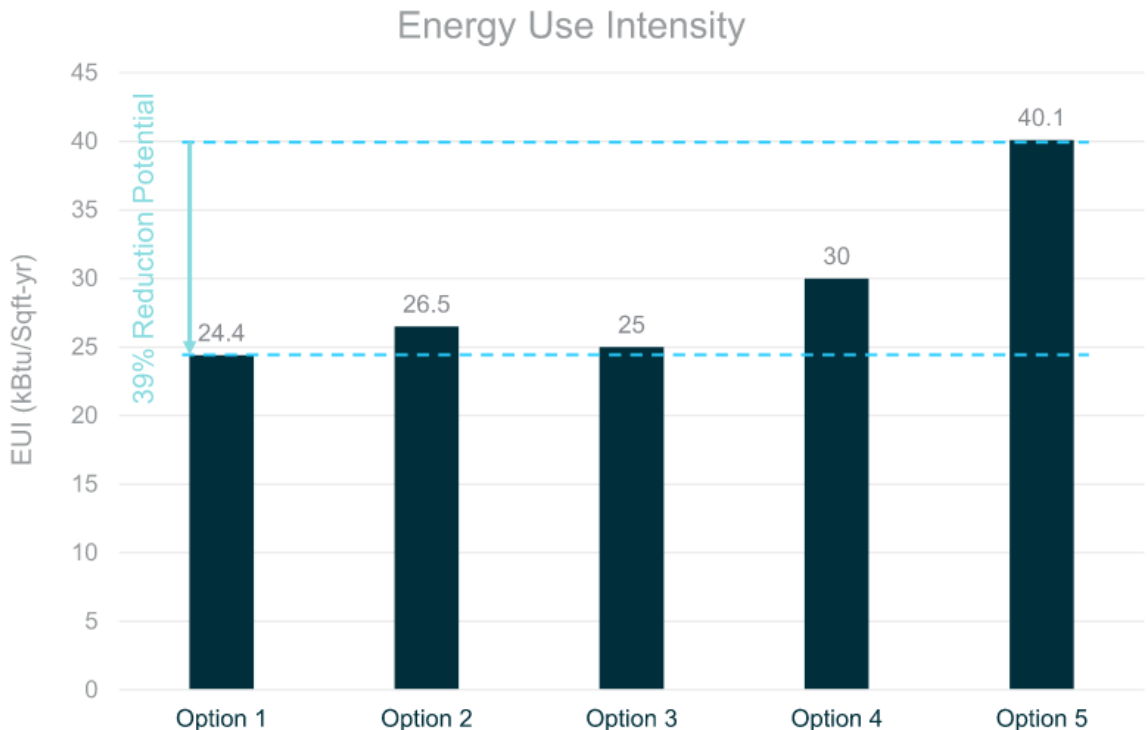


SUSTAINABILITY UPDATE

5 HVAC SYSTEM OPTIONS

| | Option - 1 | Option - 2 | Option - 3 | Option - 4 | Option - 5 |
|----------------------------|---|---|---|--|---|
| | Full Geothermal | Hybrid Geothermal | Half Geothermal | Air Source | Gas Boiler |
| Central plant | GSHP connected to 80 geothermal wells | WSHP connected to 60 geothermal wells supplemented by a cooling tower and a boiler. | WSHP connected to 60 geothermal wells | Heat Pump Chiller and Boiler serving CHW and HW to the 4 Pipe Hydronic system. Heat recovered to HW loop from HP chiller | Electric Screw Chiller and Gas Fired Boiler serving CHW and HW to the 4 Pipe Hydronic system. |
| Distribution System | <ul style="list-style-type: none"> 4-pipe hydronic system connected to a DOAS and ACB. Energy Recovery Wheel in DOAS. Active chilled beams with primary air from DOAS. | <ul style="list-style-type: none"> 4-pipe hydronic system connected to a DOAS and ACB. Energy Recovery Wheel in DOAS. Active chilled beams with primary air from DOAS. | <ul style="list-style-type: none"> 4-pipe hydronic system connected to ACB. Energy Recovery Wheel in DOAS. DOAS has Air source HP. Active chilled beams with primary air from DOAS. | <ul style="list-style-type: none"> DOAS served by Air source HP for cooling and Hot water from the central plant. Energy Recovery Wheel in DOAS. Active chilled beams with primary air from DOAS. | <ul style="list-style-type: none"> DOAS served by Hot water from the central boiler. Energy Recovery Wheel in DOAS. Active chilled beams with primary air from DOAS. |

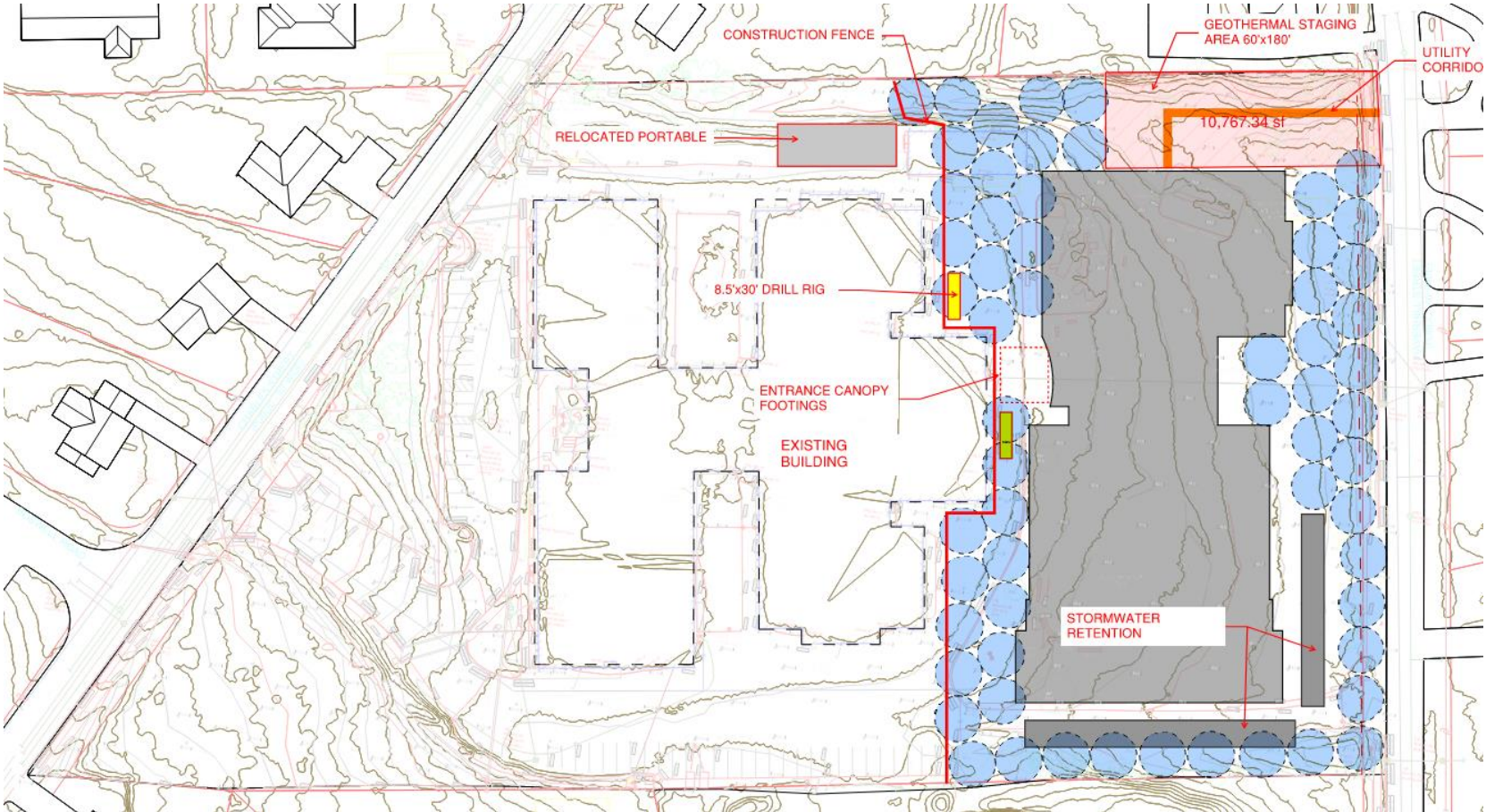
5 HVAC SYSTEM OPTIONS



Option 1, the full geothermal system, achieves the highest performance with an annual EUI of **24.4 kBtu/Sqft-yr**

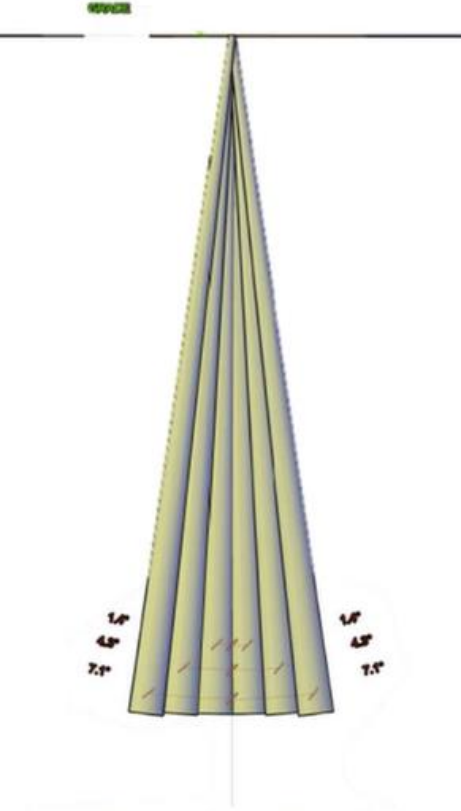
GEOHERMAL WELL LAYOUT – OPTION 1

60 straight wells @ 800'



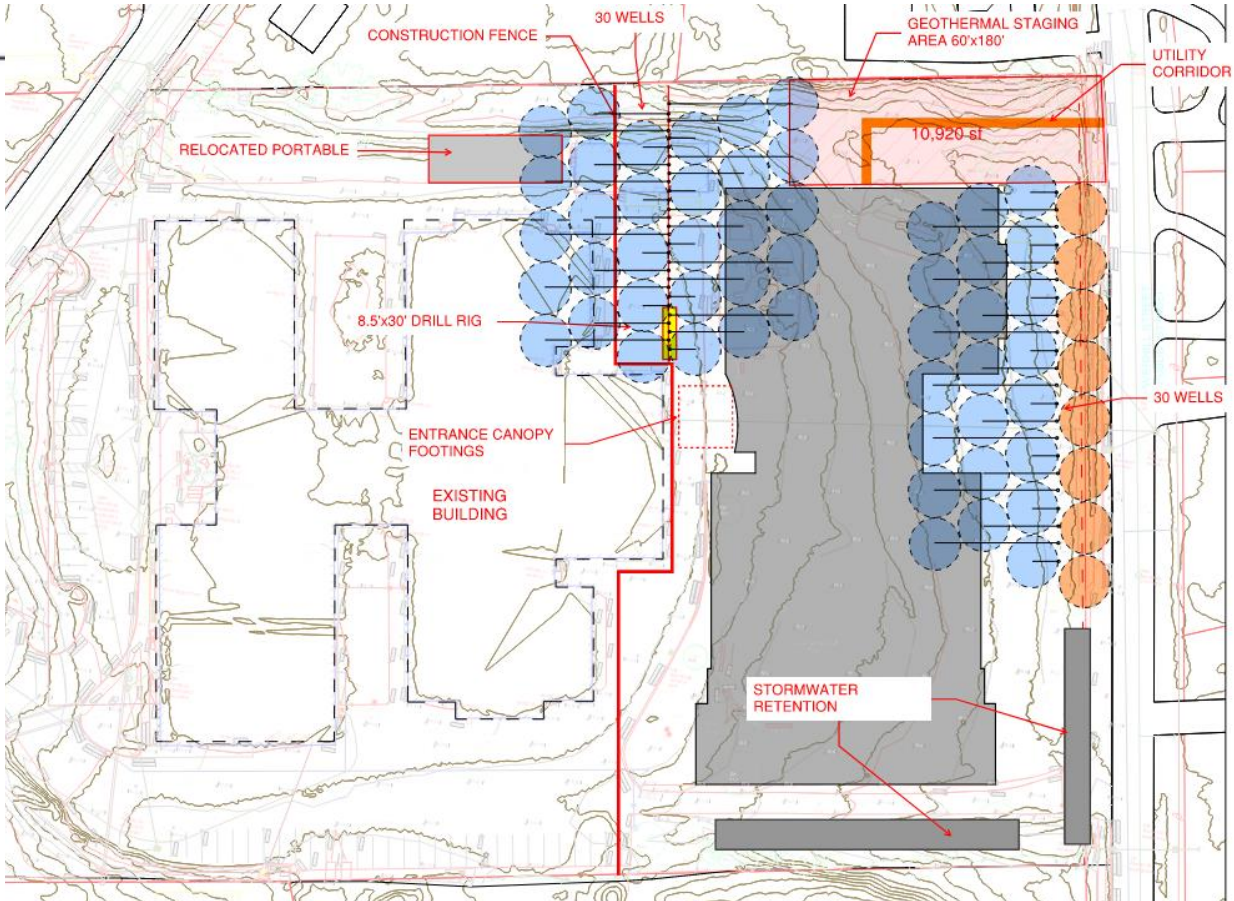
GEOHERMAL WELL LAYOUT – OPTION 2

60 angled wells @ 800'



GROUP OF SIX - SIDE VIEW

SCALE: 1" = 75'



ENERGY FEASIBILITY STUDY - GOALS

- ☑ Site logistics plan during construction.
- ☑ Number of wells needed based on energy model.
- ☑ Layout of wells on the site.
 - Layout of site utilities coordinated with well field.
 - Cost comparison, with first cost, life-cycle cost, and incentives.
 - Information on reliability and operating cost from districts who have had a geothermal system installed and operational for several years.

NEXT STEPS

- **MSBA Board Meeting:** October 30
- **Next SBC Meetings:** Nov. 18 – HVAC system selection
Dec. 2 – SD Update
- **Next Community Meetings:** Oct. 23 – Site and Community Use
Nov. 4 – Traffic



Town of Reading Meeting Minutes

Board - Committee - Commission - Council:

Permanent Building Committee

Killam School Building Committee

Date: 2024-09-30

Time: 7:00 PM

Building: Reading Town Hall

Location: Select Board Meeting Room

Address: 16 Lowell Street

Session: Open Session

Purpose: General Business

Version: Draft

Attendees: **Members - Present:**

Chair Carla Nazzaro, Shawn Brandt (remote), John Coote, Chris Haley, Kirk McCormick (remote), Greg Stepler, Nancy Twomey

Members - Not Present:

Vice Chair Pat Tompkins, Ed Ross

Others Present:

Town Manager Matt Kraunelis, Assistant Town Manager Jayne Wellman (remote), Chief Financial Officer Sharon Angstrom (remote), School Superintendent Thomas Milaschewski (remote), Colliers Project Manager Shirley Ng, LBA Project Manager Jenni Katajamaki, Colliers Project Director Mike Carroll (remote), LBA Architect Leigh Sherwood, Killam Principal Lindsey Fulton (remote), Facilities Director Joe Huggins (remote), Assistant Facilities Director Kevin Cabuzzi (remote), Mollie O'Keeffe - RMLD, Wini (remote), Pay Porter (remote), Laura Stellar (remote)

Minutes Respectfully Submitted By: Jacquelyn LaVerde

Topics of Discussion:

This meeting was held in-person in the Select Board Meeting Room of Town Hall and remotely via Zoom.

Chair Carla Nazzaro called the meeting to order at 7:00 pm.

Roll call attendance: Shawn Brandt (remote), Kirk McCormick (remote), John Coote, Chris Haley, Greg Stepler, Nancy Twomey, Carla Nazzaro.

Public Comment

Ray Porter, RMLD Commissioner, of 529 Franklin Street, recommended The Committee consider including solar in the schematic design, which can act as emergency power and serve as a battery backup for outages.

Mollie O'Keeffe, System Integration Engineer of RMLD, agreed with Mr. Porter's comments, and stated that RMLD is very interested in partnering with the Killam School Building Project and investigating sources for battery backup and sizing the solar system.

Liaison Reports

There were no liaison reports.

OPM Update **Financial**

Colliers Project Manager shared updates on the Project Budget and Cost Analysis. There were no new project budget adjustments to report.

There was a new amendment for committed costs. LBA had submitted amendment 8 for "TEDI" energy modeling to meet the stretch code in the amount of \$16,500. The funds for this consulting were anticipated and budgeted for, so there was no budget adjustment needed for this amendment.

Ms. Ng also presented a summary of Colliers and LBA invoices from July and August, and cash flows. Actual expenditures are still below estimates.

On a motion by Nancy Twomey, seconded by Greg Stepler, the Killam School Building Committee voted 7-0-0 to acknowledge \$16,500 for LBA for Amendment 8 for TEDI Energy Modeling.

Roll call vote: Shawn Brandt – Yes, Kirk McCormick – Yes, John Coote – Yes, Chris Haley – Yes, Greg Stepler – Yes, Nancy Twomey – Yes, Carla Nazzaro – Yes.

On a motion by Nancy Twomey, seconded by Greg Stepler, the Killam School Building Committee voted 7-0-0 to approve the charges from 8/19/24 thru 9/17/24 including Lavallee Brensinger Architects and Colliers Project Leaders.

Roll call vote: Shawn Brandt – Yes, Kirk McCormick – Yes, John Coote – Yes, Chris Haley – Yes, Greg Stepler – Yes, Nancy Twomey – Yes, Carla Nazzaro – Yes.

MSBA Reports

MSBA reports are submitted every month, and there is nothing new to report at this time. The OPM is responding to questions from the MSBA on the Preliminary Design Program (PDP) submittal. The OPM and Designer presented to the Facility Assessment Subcommittee (FAS). There was also a meeting with the MSBA on the Schematic Design.

Designer Update

MSBA-FAS Presentation Update

LBA Architect Leigh Sherwood presented an overview of the Facilities Assessment Subcommittee (FAS) meeting. The feedback from the FAS was positive, and the project is now in the Schematic Design phase.

The presentation to the FAS included a 3-dimensional image to show them how the scale, distance, and height of the building could look; a map of the district and how the RISE program is dispersed; the pillars created through community engagement that were used to judge the objectives of the project; the number and types of outreach and workshops conducted; an overview of the educational visioning process; an overview of the district program and goals; a summary of realistic sustainability goals; a review of the existing site conditions; the proposed site and floor plans; a basic timeline; and preliminary cost analysis. A few days after the presentation to the FAS, the MSBA indicated the designer could move on to the schematic design phase.

Schematic Design Work Plan

LBA Project Manager Jenni Katajamaki reviewed the proposed schedule for schematic design. MSBA is still reviewing the PSR. Based on how well the FAS meeting went, it is anticipated the MSBA will vote to move the project into the schematic design phase at their board meeting on October 30th. The plan includes working with the Educational Leadership Team (ELT), reviewing the program and doing room data sheets and layouts, instructional and audio-visual technology, a look at safety and security, and cost estimating. The Schematic Design will be submitted to the MSBA on February 10th. Additional schematic design tasks include a geotechnical investigation, LEED scorecard, energy feasibility study, code review, identification of food service equipment needed, traffic analysis, meetings with town staff, and a study on generator size for emergency power.

In order for the SBC to decide whether a full geothermal system or hybrid geothermal system will be used, the energy feasibility study will assess site logistics, the number of

wells needed, the layout of wells onsite, the layout of site utilities coordinated with those wells, a cost comparison including first cost, lifecycle cost, and incentives, and information on reliability and operating costs from other geothermal projects.

Facilities Director Joe Huggins noted that he spoke with the Lexington Facilities Director about the Hastings Elementary School that was completed just as COVID started. He learned that Lexington's HVAC work is all done in-house, and Reading's Facilities department would have to grow and/or adjust service contracts. It will be more expensive to maintain a new, state-of-the-art building. But because the Hastings School is still so new, and systems are still under warranty, he was not able to obtain spending costs for mechanical breakdowns.

Next steps include the MSBA board meeting on October 30th, SBC meetings on October 21st and November 20th, and community meetings.

Meeting Minutes

On a motion by Nancy Twomey, seconded by Greg Stepler, the Killam School Building Committee voted 7-0-0 to accept the August 12, 2024 meeting minutes. Roll call vote: Shawn Brandt – Yes, Kirk McCormick – Yes, John Coote – Yes, Chris Haley – Yes, Greg Stepler – Yes, Nancy Twomey – Yes, Carla Nazzaro – Yes.

Next KSBC Meeting – October 21st, 2024

The next meeting is scheduled for October 21st for a Schematic Design update and Project delivery method. Following that, the Committee agreed to schedule the following meeting for November 20th for the HVAC system selection, so as not to conflict with Town Meeting.

Adjourn

On a motion by Nancy Twomey, seconded by Greg Stepler, the Killam School Building Committee voted 7-0-0 to adjourn at 8:10 pm. Roll call vote: Shawn Brandt – Yes, Kirk McCormick – Yes, John Coote – Yes, Chris Haley – Yes, Greg Stepler – Yes, Nancy Twomey – Yes, Carla Nazzaro – Yes.